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## **Adobe InDesign level 1 beginner course outline (2-day)**

### **Chapter 1. Introducing the Workspace**

- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus
- Finding resources for using InDesign

### **Chapter 2. Setting Up a Document and Working with Pages**

- Creating and saving custom document settings
- Creating a new document
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding sections to change page numbering
- Adding new pages
- Arranging and deleting pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages
- Changing the size of pages

- Viewing the completed spread

### **Chapter 3. Working with Objects**

- Working with layers
- Creating and editing text frames
- Creating and editing graphics frames
- Adding metadata captions to graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects

### **Chapter 4. Flowing Text**

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Adding a jump line page number

### **Chapter 5. Editing Text**

- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes

## **Chapter 6. Working with Typography**

- Adjusting vertical spacing
- Changing fonts and type style
- Fine-tuning Columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Setting tabs
- Adding a rule above a paragraph

## **Chapter 7. Working with Colour**

- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying colors to text and objects
- Using advanced gradient techniques

## **Chapter 8. Working with Styles**

- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document

# Adobe InDesign level 2 advanced course outline (2-day)

## Lesson 1. Working with Styles

- Creating and applying paragraph styles
- Creating and applying character styles
- Nesting character styles inside paragraph styles
- Creating and applying object styles
- Creating and applying table and cell styles
- Globally updating styles
- Loading styles from another document

## Lesson 2. Importing and Modifying Graphics

- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Updating revised graphics
- Adjusting display quality
- Working with clipping paths
- Working with alpha channels
- Importing native Adobe graphics files
- Using a library to manage objects
- Using Adobe Bridge to import graphics

## Lesson 3. Creating Tables

- Converting text to a table
- Formatting a table
- Creating a header row
- Adding graphics to table cells
- Creating and applying table and cell styles

#### **Lesson 4. Working with Transparency**

- Importing and colorizing a grayscale image
- Applying transparency settings
- Adjusting transparency settings for EPS images
- Adding transparency effects
- Importing and adjusting Illustrator files that use transparency
- Applying transparency settings to text
- Working with effects

#### **Lesson 5. Output and Exporting**

- Preflighting files
- Packaging files
- Creating an Adobe PDF proof
- Previewing separations
- Previewing how transparency effects will be flattened
- Previewing the page
- Printing a laser or inkjet proof
- Using the Ink Manager

#### **Lesson 6. Creating Rich Interactive Documents**

- Setting up an online document
- Adding buttons, page transitions, and hyperlinks
- Exporting as Flash Player (SWF)
- Exporting as Adobe PDF (Interactive)
- Converting a print document for online use
- Adding advanced interactivity, animation, and video

## **Lesson 7. Working with Long Documents**

- Starting a book
- Creating a running footer
- Adding a footnote
- Adding a cross-reference
- Synchronizing a book
- Generating a table of contents
- Indexing a book

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